

DELAWARE TRANSIT CORPORATION

POSTING NO. 048-2016

POSITION VACANCY POSTING

TWO (2) POSITIONS AVAILABLE

DATE OF POSTING November 30, 2015

CLOSING DATE December 11, 2015

METHOD OF APPLICATION: Employment Application

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING A LETTER OF INTEREST, EMPLOYMENT APPLICATION AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **December 11, 2015**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

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POSITION #: 1202 JOB CODE #: 057

POSITION TITLE Contract Coordinator

PAY GRADE 13 PAY RATE _____ SALARY RANGE \$38,515 - \$48,144
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT New Castle County DEPARTMENT Performance Management
SECTION Rail & Program Administration

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CLASSIFICATION: FULL TIME X PART-TIME _____

CONTRACT: 8FR _____ 8DR _____ 32 _____ N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS Monday – Friday

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SUMMARY OF POSITION:

The Contract Coordinator position is responsible for various functions and responsibilities associated with either rail or transportation services. The specific duties may include any or all of the following: developing, coordinating, and monitoring contract activities and/or licensee for compliance with all applicable laws, rules and regulations; defining the scope of the desired service; assuring the selected provider charges a competitive rate; monitoring service and resolving service delivery problems; overseeing rail specific activities; which includes paid and rail station parking facilities; and supporting activities involving Rail and Parking Capital Projects; and identifying and arranging for contract modifications.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

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EQUAL OPPORTUNITY EMPLOYER

SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications:

1. Two year experience in multi-modal transportation operations or related transportation services.
2. Experience in reviewing contracted bus, licensee, rail operator, and maintenance records for federal, state contract and/or license compliance.

Applicants must detail all experience in reviewing contracted bus, licensee, rail operator, and maintenance records for federal, state contract and/or license compliance.

3. Experience in verifying authenticity of documents.

Applicants must detail all experience in verifying authenticity of documents.

4. Experience in performing facility and vehicle inspections for damage and cleanliness.

5. **Applicants must detail all experience in performing facility and vehicle inspections for damage and cleanliness.**

6. Experience in compiling and analyzing operational data to determine trends and patterns.

7. **Applicants must detail all experience in compiling and analyzing operational data to determine trends and patterns.**

JOB DESCRIPTION: AVAILABLE THRU HR DEPT ____X

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EQUAL OPPORTUNITY EMPLOYER

" Resume must specifically address the skills referenced in this summary."

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

APPLICATIONS CAN BE ACCESSED ON LINE AT www.dartfirststate.com

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